General Instructions & Requirements for Catalog & Banner Updates

(Please read first re: required information)

1. The Curriculum Proposal Introduction/Overview form (“Form A”) is required for all proposals, inclusive of signatures and correspondence from the Library and IT Services re: proposal impact.

2. Use the Graduate Course Change form (“Form B”) for course additions, deletions and/or changes.

3. Use the Program Change form (“Form C”) to indicate program of study Catalog change text. Be sure to include the current Catalog text and the proposed NEW text.

4. **1 copy (by mail or by email)** of these forms (one with original signatures) are required for Graduate Council curriculum proposal consideration. Copies to be submitted to the Graduate School. **Email electronic copy to the graddean@isu.edu.** Once approved, an email will be sent to the department. Changes to course will be updated in Banner through the Registrar’s Office; a copy of the proposal will be given to the Registrar’s Office by the Graduate School. Changes approved during the fall semester can usually be implemented for the following year Catalog. Changes approved in the spring semester will appear in the year after Catalog.

5. With our Banner implementation, the following additional course information is needed:
   a. Specify the 30-character course title;
   b. Specify the number of credit hours and number of contact hours for the course;
   c. If the course is repeatable, be sure to state this in the course description, along with the variable credit range (if it is variable credit) and the total number of credits the course may be repeated for (if virtually “unlimited” indicate 99);
   d. Specify how the course will be graded (S/U or letter grades);
   e. Note how the course is to be scheduled (CL=classroom, LB=lab, LL=lecture/lab, or OT=other);
   f. Specify prerequisites and co-requisites, if any (note: in our Banner world we cannot specify “or” regarding lists of prerequisites and co-requisites);
   g. Specify any course registration restrictions (e.g., do you want to limit registration to only students admitted to the program-major);
   h. Specify any special “fees” associated with the course;
   i. At the Graduate level you DO NOT need to specify terms for when the course will be offered, but please do indicate which campus(es) the course will be offered on.
Curriculum Proposal Introduction/Overview Information—Form “A”

This Graduate Curriculum Proposal Introduction form serves to introduce and overview the curriculum proposal, inclusive of Department/College-level approvals. This form is required of all graduate curriculum proposals.

Department: College:

Proposal Title:

Department/College-level Approval Signatures:

____________________________________  ______________________
Department Chair                          Date

____________________________________  ______________________
Dean                                     Date

Proposed Changes:

Impact on Staffing:

Impact on the University Library (see questionnaire [next pages of this form]), send to Sandra Shropshire once completed, and attach or paste in memo/email response from Sandra Shropshire):

Impact on the Computer Center (see questionnaire [next pages of this form]), send to Randy Gaines once completed and attach or paste in memo/email response from Randy Gaines):

Discussion of other affected entities [see questionnaire, next pages of this form]:
Impact on the University Library Questionnaire (Complete and send to Sandra Shropshire)

Provide the name(s) of any new textbook(s):

Note any changes in how students will be required to use Library resources.

Impact on other University Departments Questionnaire

Discussion of other affected entities. Impact on other Departments?

What other departments or programs use this course? (Perform an online search of the PDF version of the catalog, making a list of curricula and/or courses that include your course or use it as a prerequisite or corequisite. Then contact the Chair of each of these departments to explain the change you are proposing, and to ask how it will affect their students. Include each response here, following your list.)
Impact on the Computer Center Questionnaire (Complete and send to Randy Gaines)

**Information Technology Services:** All proposals need SOME attention paid to this section of the form. It might be in the form of a sentence saying something like “All changes involve existing courses and do not change any existing support requirements,” or “these changes involve only rearrangement of courses in our curriculum and do not change any existing support requirements.” Otherwise, please answer these questions briefly:

- □ Will your program or course be taught **outside of Pocatello**?  ____ No  ____ Yes – Then, what room scheduling, technology services, and/or library resource needs will your course or program have at that location?

- □ Identify location(s), if applicable, and type of distance learning needed (video, online, Moodle, etc.):

- □ Will access to student computer labs be necessary? _____ If so, will any specific software be needed?

- □ Identify specific classroom support needs (projector, computer, internet connectivity, etc.):

- □ Identify any other ITS hardware needs, and connectivity/bandwidth needs such as wireless and phones:

- □ Will ITS support be needed for server, installation, maintenance, backup, etc.?

**Educational Technology Services** (Video Classroom Network, Web Conferencing, Moodle, etc.)

- □ How many students are expected per semester?

- □ What is your anticipated scheduling of courses using this technology?

- □ Will you be installing your own video conferencing systems to deliver this course?

- □ Will you use Moodle to:
  1. administer your course (syllabus, gradebook, etc.)
  2. reduce seat-time required in your course, or
  3. be fully online with no seat-time required

- □ Will you use streaming video, audio enhanced PowerPoints, Podcasts, or other Rich Media, or Web 2.0 technologies--beyond text and web pages either in the LMS or outside of the LMS?

- □ Is Webconferencing required to deliver this course?

- □ Are there other technology needs related to instruction that will be required to deliver this course?
Graduate Course Change(s)—Form “B”

Include this form for course changes and/or additions (list one course change/addition after another within this master document, copying and repeating the text format below).

<table>
<thead>
<tr>
<th>This is a change in an existing course:</th>
<th>This is a new course proposal:</th>
</tr>
</thead>
</table>

**CHANGE TO EXISTING COURSE—CURRENT COURSE TITLE:**

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number:</th>
<th>Credit Hours:</th>
<th>Repeatable? Yes___/No___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours:</td>
<td></td>
<td>Total # Credits:</td>
</tr>
</tbody>
</table>

Proposed & Abbreviated Course Title (30-character limit – if different from current course title):

Current Course Grading:

Current Course Scheduling:

Proposed Changes (brief description of proposed changes):

Current Catalog Copy-Course Description (paste in catalog copy):

Proposed Catalog Copy-Course Description (include prerequisites, co-requisites, course registration restrictions, and course fee info-if any):

Rationale for Change:

**NEW COURSE PROPOSAL—NEW COURSE TITLE:**

<table>
<thead>
<tr>
<th>Proposed Course Prefix &amp; Number:</th>
<th>Credit Hours:</th>
<th>Repeatable? Yes___/No___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours:</td>
<td></td>
<td>Total # Credits:</td>
</tr>
</tbody>
</table>

Proposed Abbreviated Course Title (30-character limit):

Proposed Course Grading (S/U and/or Letter):

Proposed Course Scheduling:

Proposed Changes (brief description of proposed changes):

Proposed Catalog Copy-Course Description (include prerequisites, co-requisites, course registration restrictions, and course fee info-if any):

Rationale for Course Addition:
If this proposal is for a 5500 level course (with a 4400 level “sister” course), the course description must include the following: “Specific, evaluated graduate-level activities and/or performances are identified in the course syllabus.”

Program (Program of Study) Change(s)—Form “C”

The form describes program changes (text and/or program of study listings) that affect catalog copy. It is included when curriculum proposal changes include additions, deletions, and edits of existing catalog copy.

Old Catalog Copy (Paste in old/current catalog copy):

New Catalog Copy: